



# Chapter Competition Program (CCP) Rules

## Submission Requirements

All chapters chartered before April 1, 1998 are eligible to compete for the 1998-99 Chapter Competition Program. The competition year is April 1 through March 31. Chapters must submit an official summary report, plus all supporting and substantiating documents required by these rules. To be considered, reports must be received not later than close of business April 10. If April 10 falls on a weekend or federal holiday, the deadline will be the next business day.

## Award Categories

The chapter group in which a chapter begins the competition year will determine the group in which that chapter is judged, regardless of changes in membership during the year.

<u>Group</u>	<u>Number of Members</u>	<u>Group</u>	<u>Number of Members</u>
A-1	351 or more	B	76 to 150
A	151 to 350	C	75 or less

## Recognition

The following awards will be presented at the National ASMC Professional Development Institute. Presented to the chapters earning and documenting the greatest number of total points in the competition areas described below:

<u>Group</u>	<u>Award</u>
Group A-I	Distinguished: Plaque and \$400 check
	Meritorious: Plaque and \$200 check
Group A	Distinguished: Plaque and \$300 check
	Meritorious: Plaque and \$150 check
Group B	Distinguished: Plaque and \$200
	Meritorious: Plaque and \$100
Group C	Distinguished: Plaque and \$100 check
	Meritorious: Plaque and \$50 check

**Membership Awards:** Presented to the chapters and individual members who increase their own chapter membership strength:

New Chapter Absolute Growth	Plaque and \$200
Established Chapter Absolute Growth	Plaque and \$200
Established Chapter Percentage Growth	Plaque and \$200
Individual Recruiter, (1 per size category)	Plaque

## Award Selection Procedures

The National Awards Committee will review all submissions received and make final recommendations to the ASMC National

Executive Committee, who will approve the final award winners. Chapter Presidents will be notified by May 1 if their chapter has been selected as a winner.

## Competition Areas

The competition areas are described below, including competition rules and scoring of points. All claimed points must be fully documented; undocumented points will not be counted.

### 1. Membership

**A. Membership Growth:** Membership lists on file with the ASMC Executive Director will be the baseline for any item that depends on membership figures. Only paid members will be considered when determining chapter membership. Only those memberships actually received in the National Headquarters as of close of business on the dates below will be considered. The Awards Committee will complete these numbers. Points for membership will be computed by a comparison of paid membership size as of the following dates:

Membership as of April 1, 1998

Membership as of March 31, 1999

Points will be awarded at the net increase x 25 points.

**B. New Corporate Members** 50 points for each

**C. Continuing Corporate Members** 25 points for each

**D. Points will be awarded for having a Membership Program.** Chapter must have an established membership committee with a designated chairperson; have membership goals set and clearly defined; have a membership campaign communicated to the general membership with membership benefits clearly publicized. Chapter must provide documentation that substantiates the membership program and how the goals and benefits are communicated to the membership. 200 points

**E. Points will be awarded for having a New Member Orientation Program.** Chapter must provide documentation that clearly describes the methods used to orientate new members with ASMC and their membership benefits. 100 points

**F. Provide name and address of top recruiter.** Indicate if this person was your chapter membership chairperson and total new members recruited.

**2. Manuscripts:** Recognition gained by chapter members increases ASMC's stature in the professional financial management community. One of ASMC's objectives is to encourage individual members and chapters to prepare and publish technical papers. In order to qualify for credit under this competition area, an article must contain at least 1,000 words and pertain to military comptrollership as defined by the ASMC National Constitution. Points can only be claimed once for the same paper even though it may have been published in more than one publication. Articles must be original work of the author(s). A listing must be attached, clearly identifying articles for which points are being claimed.

*Do not use after April 1999*



## Chapter Competition Program (CCP) Rules

A. Credit will be awarded for each article published in the Spring, Summer, Fall and Winter editions of the *Armed Forces Comptroller*. Reference the published article in the listing and attach a copy of the article. 500 points for each article

B. When articles are published by chapter members in recognized professional journals or publications (e.g., *The Federal Accountant*, *Air Force Comptroller*, service comptroller newsletters, etc.) with national, regional, or statewide distribution, points will be awarded. Publication must take place within the definition of the competition year. A copy of each article for the publication in which it appeared must accompany the CCP report to obtain point credit. Author(s) must be identified as an ASMC member.

300 points for each article

**3. Educational Activities:** Growth in educational opportunity and professional development is a significant part of the ASMC experience.

A. One type of educational activity involves courses, seminars, symposia or workshops in addition to and on different dates from regular chapter meetings. Recommended subject matter includes those areas defined as military comptrollership by the ASMC National Constitution. Attendance is not restricted to ASMC members, but there must be a minimum total attendance of 25. These activities must be clearly identified as being sponsored by the chapter, or jointly sponsored by the chapter and another group (i.e., AGA). Joint sponsorship with a government office (i.e., local civilian personnel training office) is not allowed. To obtain credit, a copy of the announcement showing title, date and place of the event, together with a statement of the number of attendees, must be included with the CCP report. The training event must represent consecutive hours of training, not a total of several different (shorter) training events. Points will be awarded as follows:

Half day (min. of 4 hours) 400 points for each 4 hour block  
Full day (min. of 7 hours) 1000 points for each full day

B. A second type of educational activity is that of the provision, by the chapter, of guest speakers to other organizations, including other ASMC chapters, on the subject of military comptrollership. No individual member may account for more than 200 points. Points claimed must be substantiated by printed programs, announcements, or other appropriate paperwork that highlights chapter involvement.

100 points for each event  
1500 point maximum for the year

C. A third type of educational activity is the presentation by the chapter of programs to colleges, universities, or high school groups. Such a presentation may take the form of an individual speaker, a panel discussion, a seminar, or similar educational event. No individual member may account for more than 200 points. Appropriate paperwork demonstrating chapter involvement must be included in the CCP report.

100 points for each event  
1500 point maximum for the year

### 4. Monthly Meetings:

A. Chapter Meetings: Credit will be awarded for monthly meetings of a chapter's general membership. Document with announcements of meetings. A maximum of 50 points per month can be earned.

50 points for each meeting  
50 points maximum in one month  
600 points maximum for the year

B. Joint Meetings: Any of the above meetings held jointly with another professional organization qualify for bonus points. The published program or announcement must identify the other organization.

50 points for each meeting  
50 points maximum in one month  
600 points maximum for the year

### 5. Awards Program:

A. Each chapter that conducts an awards program, independent of the ASMC National Awards Program, will receive 250 points. To receive credit, the CCP report must include a clearly identified announcement of the Chapter Awards Program and a program for the actual award ceremony that lists the award winners. It is recognized that a chapter's award ceremony may take place late in the program year, after the close of the Chapter Competition year. If this is the case, document the program and demonstrate a plan to make the award.

250 points

B. Chapters are recognized for formal scholarship programs. To receive credit, the CCP report must include a clearly identified announcement of the chapter's program and documentation for the actual ceremony that lists the winners. It is recognized that a chapter's award ceremony may take place late in the program year, after the close of the Chapter Competition year. If this is the case, document the program and the plan to make the award.

250 points

**6. Newsletter:** The following points will be awarded for each monthly newsletter distributed to chapter members. Points will be awarded for only one newsletter per month. One copy of each newsletter must be attached to the CCP report and major sections for which points are claimed must be clearly identified on each newsletter, by category. 50 points per newsletter will be awarded for each of the following:

A. List current general meeting, including date, location, speaker, and subject of the meeting.

B. List meeting that follows current meeting. Include date, location, and, if available, the scheduled speaker and subject. For the March or April newsletter, a listing of the National PDI will be sufficient for point credit.

C. Recognize at least two member's activities. Members' activities must be professionally related (i.e. promotions, passing CPA, degrees earned, awards received, new assignments, etc.)

D. Include a chapter president's message of at least 100 words on any subject that is chapter or professionally related.



## Chapter Competition Program (CCP) Rules

E. Include a short article of at least 100 words, with author identified, on any subject related to military comptrollership. May not be reprinted from another publication.

F. Include news regarding National programs and initiatives.

**7. Sponsorship of New Chapters:** Each chapter that organizes and sponsors a new ASMC chapter chartered during the CCP year will receive 500 points per chapter sponsored. In the case of more than one existing chapter sponsoring a single chapter (as verified by the National Executive Director), the 500 points will be equally divided among the sponsoring chapters. 500 points per new chapter sponsored.

**8. Publicity:** The intent of this competition category is to spread the word about our Society. Points are awarded for the publication of a news item on a chapter meeting or other ASMC activity. Publicity may be in a local newspaper (both before and after the meeting or activity), announcement on local radio or TV stations (press release required for documentation), daily bulletins, publicity in the *Armed Forces Comptroller*, another chapter's newsletter, or any agency's official publication. Each publicity event must be fully documented (copy required) in the report, showing when and where the publicity occurred. 30 points for each event  
1500 points maximum

**9. Community Service:** Each chapter that provides Community Services will receive 50 points for each separate project. Examples of Community Services categories are Arts and Humanities; Education; Environment; Health; Human Services; Public Safety;

and Youth Services. Each Community Service Project must have a minimum of 20 hours of service. Points claimed must be substantiated by paperwork demonstrating chapter involvement and documenting hours of service. 50 points per event  
250 points maximum

**10. Reporting:** The following points will be awarded:

A. Submission to the ASMC National Headquarters by 10 January 1999 of a written report listing the chapter mailing address and chapter officers' names, positions and phone numbers (commercial, facsimile and DSN/FTS). Include a copy in the CCP submission as documentation. 200 points

B. Correction and return of chapter membership roster within 45 days of National Headquarters mail date to the ASMC National Headquarters. Document with a copy of your forwarding letters. 100 points per roster - 400 points maximum

C. Current Chapter Constitution and By-Laws on file with National Headquarters. Document with a copy of your forwarding letter or statement that no changes have been made. 200 points

D. Submission to ASMC National Headquarters, at the end of each fiscal year, a copy of the chapter's report of financial condition. This report should include a budget, balance sheet, income and expense statement and annual audit. Document with a copy of the financial report. 200 points

E. Qualify as a Distinguished Five Star Chapter for the competition year. 300 points